

General Guidelines and Rules for Market Operation-2009 Season  
**PLEASE NOTE ALL RULES AND REGS. LISTED ON THE APPLICATION**

**Parking**

There are two options for parking:

1. USE your vehicle as storage and part of your 10x10 space. Park your vehicle so that it horizontally fits in the **10x10 space (a full parking space and about a ¼)**. This method works for most cars/trucks, yet ultimate approval comes from the Market Master, Jennifer Bzdil Young. If you are thinking of using this option, please note on your application or follow-up with her directly.
2. Unload and park in a municipal lot. I would recommend the lot by the Post Office on East Street or the lot next to the CP Library and Old Homestead on S. Court Street.

*There is no parking at any time, in the single spaces on Hack Court or in front of the businesses outside the market area on S. Main Street. Violations are subject to market removal. We keep these front spaces reserved for our customers.*

**Set-Up Time**

Set-up time runs from 7 to 8 a.m., with vendors/vehicles in place by 7:15 a.m. Any vendor arriving later than 7:30 a.m. will forfeit their space for the day. The market master has final decision on any waiving of this policy. We like to have a full market when attendees arrive; it is good for business and good for our vendors. We appreciate your faithful promptness, especially on early Saturday morning, because we can't do it without your help.

**Tear-Down Time**

As the market is on a portion of a major road, we keep it closed off until 1:30-1:45 p.m. At precisely 1:45 p.m., the road will open up to traffic. Please keep this in mind as you are planning out your booth set-up.

**Disposing of Trash**

THERE IS NOT a waste receptacle area and city garbage cans **cannot** accommodate your waste. Please remember to bring a waste receptacle to transport your trash back with you. We love our streets and appreciate your efforts in helping them stay clean.

**Season Fee Vendor**

If you're a season fee vendor and will not be attending a market, we ask that you notify Jennifer Young no later than the Thursday prior to that market you will not be attending. We always plan on seeing our season vendors, yet if they will not be there-we will allocate their space to a weekly vendor so the market layout doesn't look unbalanced. Thank you for your cooperation on this!

**Booth Location**

Prior to the first Farmers' Market, I will send a "Market Layout Map" that shows the general area where your 10 x 10 space will be located. Again this is an approximation; please see me or Laura Janowski, Special Projects Coordinator/MOSE Assistant, when you enter the market for further details or adjustments on your area for that day. Special Conditions/Requests: Any special location requests must be directed/are at the sole discretion of granting by the market master.

**Booth Features**

Again as stated on the application, vendors should have some sort of signage denoting the business name and or products. This is not only helpful when the market master receives inquiries from customers but for vendors to receive more exposure. We look forward to viewing your signage. As the market is outdoors and no shelter is provided it is recommended for vendors to have a 10x10 tent. Most can be purchased at outdoor outfitters, tractor supply stores or online. For food booths-it is recommended that you supply a small waste basket/bag for customer trash (ie. napkins, stirrers, straws, plates, etc.).

**Restrooms for Vendors**

The Courthouse (less than one block from the market) is open at 10 a.m. and prior to that there are many public facilities to utilize in the downtown area, if needed. Old & New Treasures has partnered with us the last two years in letting us use their bathroom facilities, as they are closer to the market.